



General Services Administration  
Northwest/Arctic Region  
Jackson Federal Building  
915 Second Avenue, Room 106  
Seattle, WA 98174

July 18, 2001

MEMORANDUM FOR RECORD

FROM: Ann Crawley  
Acting Property Manager (10PM1A)

SUBJECT: Quaterly Tenant Meeting Minutes

The quarterly tenant meeting for the fourth quater of FY01 was held on June 18th, 2001 In the Evergreen room (3086) of the Jackson Federal Building. Those in who were in attendance are listed at the end.

The following items were addressed:

**1. CUSTODIAL & GROUNDS:**

- Starting the weekend of the 21st of June they will be replacing all plants and working on the trees in the perimeter of the building. During this time there will be trucks located on the sidewalk.
- Please report all spills on carpet as soon as these incidences occur (call X5050). The earlier these spills are taken care of, the less likely that stain will remain.

**2. TELECOMMUNICATIONS:** At the end of the fiscal year the ASP (telephone) contract expires. With the new contract FTS are expecting line rates will be approximately \$ 12.95 per port (increase of about \$2.00). The contract will include the same features; the only change is that the bills will show one flat rate per line. For more information call Duane Taylor at X5002.

**3. SECURITY & SAFETY:** A new proximity access control system will be installed at the building by the end of the calendar year (the exact date is contingent on the manufacturer). The building will be notified in advance of the timetable. The new system relies on the same technology as the existing system but instead of the swiping your card, you will only have to place the card to the reader to gain access. The benefit to this is that the cards are more durable and the signal is stronger (e.g. a card can be left in a wallet and the wallet placed up to the reader).

The conversion will be relatively easy. Cards will be assigned to each user according to the profile of each cardholder within the database. The only actions needed by the agency representatives are to review and update the list of current cardholders per agency. The property management staff will send out the listing within the coming months. We are asking that the old cards be returned so that they may be recycled.

#### 4. MISCELLANEOUS:

- Conference Rooms: We are reminding all tenants to please return the conference rooms tables back to their original positions and to clean up before you leave.
- Fitness Center: The management of the fitness center has changed hands from Fed Source to FOH (Federal Occupational Health).
- Defibrillators: I incorrectly stated that GSA would install defibrillators in the JFB. There was a letter that I passed out that outlines that the responsibility for determining if defibrillators will be placed in a building is up to the lead agency. At this time, plans have not been formulated.

Attendees: Jacque Johnson (IRS), Joyce Chapman (NHTSA), Casey Longacre (VA), Duane Taylor (GSA), Brett Shake (VA), Kyra Ramirez (DOJ), Trip Atkins (Passport), Ann Marie Rochelle (USCG), Mary Glenn (Sen. Murray), Sandra Hastings (IRS), Maraget Coar (IRS), Patricia Huddy (DOD), Stella Schuller (FTC), John Frisk (NWC), Coralee Liljenberg (GSA), Jeannette Brown (DOT), Dennis Snook (NLRB), Mark Flint (GSA), Greg Pursell (IRS), Kathy Dyer (SFEB), Laura Wright (GSA), Ann Crawley (GSA).